

Aplin LLC  
10700 Harper Avenue  
Silver Spring, MD 20901

September 28, 2016



Larry Gottesman  
National FOIA  
Environmental Protection Agency  
2822T  
1200 Pennsylvania Ave SW  
Washington DC, 20460

Re: Freedom of Information Act Request

Dear FOIA Officer:

This is a request under the Freedom of Information Act. I am affiliated with Aplin LLC, and seeking information for the company's business.

Date range of request: for Conferences (as defined below) occurring from October 1, 2014 to September 30, 2016 (FY 14/15 and FY 15/16).

Description of request:

Please search your agency's records for the information responsive to this request related to:

1) reports, memoranda, charts or other paper or email transmissions, including, but not limited to reports to the Inspector General, or absent an Inspector General, the senior agency ethics official, listing or aggregating the costs related to each conference sponsored or co-sponsored the agency or department, or any subdivision thereof with authority to sponsor or co-sponsor such conferences, with a conference cost of \$20,000 or greater. Specific requested information for each conference includes: a) conference name, b) conference date, c) conference location, d) total attendees, and e) total cost.

2) reports, memoranda, charts or other paper or email transmissions, including, but not limited to reports to the Inspector General, or absent an Inspector General, the senior agency ethics official, listing or aggregating the costs related to each conference where 50 or more agency or department employees attended, *sponsored by a third party entity*, where the cost to the agency or department for registration fees/travel et.al., is \$20,000 or greater per conference. Requested conference information includes: a) conference name, b) conference date, c) conference location, d) total attendees, and e) total cost.

3) reports memoranda or handbooks detailing agency policy and specific instructions regarding the origination, development, approval and reporting of agency sponsored and/or co-sponsored conferences.

With regard to this request, please note the following:

**Public Law 114-113, (12/18/15) Section 535(a)-(c)** specifies that any executive branch department, agency board commission or office funded by the appropriations act shall submit reports to the Inspector General or senior ethics official, as appropriate, regarding the costs for each conference held during fiscal year 2016. For conferences \$100,000 or greater, the report requires: purpose, number of attendees and costs broken down by category. Each entity is also required to report to the IG or senior ethics officials – within 15 days of the event - *any* conference costing \$20,000 or more.

**OMB Memorandum 12-12 (5/11/12) – Promoting Efficient Spending to Support Agency Operations – Section 2 – Conferences**

**OMB Memorandum 11-35 (9/21/11) – Eliminating Excess Conference Spending and Promoting Efficiency in Government**

**Conference:** A meeting, retreat, seminar, symposium or event that involves attendee travel, and training activities that are considered to be conferences under 5 CFR 410.404.

If you anticipate that there will be more than \$50 in fees for locating or copying the records, please call me in advance at 240-603-5673 to discuss the costs. If responsive documents are not prepared yet for FY 15/16, please send FY 14/15 documents as soon as possible with FY15/16 to follow separately.

Thank you for your prompt response.

Sincerely,

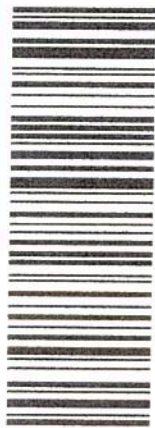


Mark Garfinkel  
General Counsel  
Aplin LLC  
10700 Harper Avenue  
Silver Spring, MD 20901  
240-603-5673  
mgarfin@mindspring.com



Mr. Mark Garfinkel  
656 Fairfax St.  
Berkeley Spgs., WV 25411

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*Long College, Inc.  
National FOIA  
EPA 2822T  
1200 Pennsylvania Ave SW  
WDC 20460*

*att: FOIA Request*